



HAVA NEWS

A special informational bulletin for Michigan election officials on the implementation of the Help America Vote Act of 2002

Michigan Department of State - Terri Lynn Land, Secretary of State

Special Edition 7

June 17, 2004

Important Note on the Statewide Optical Voting System Receipt/Acceptance Form

At the beginning of June, the Bureau of Elections sent a packet of information to select counties, cities, and townships regarding necessary procedures for receiving and acceptance testing EMS software and optical scan voting equipment. Included with the packet was a separate form **that each jurisdiction receiving voting equipment must complete**. We asked each jurisdiction to forward the completed form to the county clerk and the county clerk to forward all forms for their jurisdictions to the State. The State will not authorize payment to vendors until we receive every form. We requested that the forms be forwarded or faxed to us the June 15. To date, we not yet received a majority of the forms. In addition, some jurisdictions have faxed us the vendor Acceptance Test checklist instead of the Receipt/Acceptance form. Please verify that you sent the correct form (*Statewide Optical Voting System Receipt/Acceptance Form*) to us or re-fax it.

The State must receive completed forms from all counties, cities, and townships that have received equipment. The forms signify that the equipment and software were delivered and successfully tested. This is a contractual requirement. The State cannot authorize payment to the vendors until we receive the forms. We ask that county clerks collect the *original* forms from their jurisdictions after they have been faxed to the State and send them to us in one package.

We have attached a sample form for your reference.

Thank you for all your cooperation.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

**STATEWIDE OPTICAL SCAN VOTING SYSTEM
RECEIPT/ACCEPTANCE FORM**

COUNTY _____

JURISDICTION _____

VENDOR _____

APPROVED PRECINCT TABULATORS _____

APPROVED AVCB TABULATORS _____

COUNTY/JURISDICTION EMS SOFTWARE _____

DELIVERY DATE _____
Signature Date

ACCEPTANCE DATE _____
Signature Date

Note: By signing this form you are verifying that you have received the quantity of tabulators listed above and have successfully completed acceptance testing for each tabulator. If a quantity is listed for "EMS SOFTWARE," you are verifying that you have received EMS software from your vendor. The EMS software will be Acceptance Tested for each vendor one time at a selected site. Jurisdictions must submit this form to their **County Clerk** and must not submit this form until *all* tabulators have been tested successfully. **County Clerks** must forward or fax all Receipt/Acceptance forms in one packet to the Bureau of Elections once forms have been received from all jurisdictions.

County Clerks: Please fax forms to 517-241-1591 to the attention of Sherry Barrett by June 15, 2004. You *must* follow up the fax by mailing the original signed document to:

Sherry Barrett
Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, MI 48901-0726

If you have questions please contact Sherry Barrett at 517-241-2538 or email at barretts1@Michigan.gov.